**CITY OF LANSING - BOARD OF ETHICS**

**REGULAR MEETING**

**January 14, 2025, 5:30 P.M.**

**Reo Elections Office**

**1221 Reo Rd Lansing**

**AGENDA**

**CALL TO ORDER**

**ROLL CALL**

| | |
|---|---|
| ☐ Jim DeLine, Chairperson | ☐ R Cole Bouck |
| ☐ Janielle Houston | ☐ Keith Kris |
| ☐ Jim Cavanagh | ☐ John Folkers |
| ☐ Rachelle Franklin | ☐ Charles Filice |

A Quorum is: ☐ Present ☐ Not Present

☐ Others Present:

**PUBLIC COMMENT** (TIME LIMIT OF 5 MINUTES PER SPEAKER)

**APPROVAL OF AGENDA** ☐ As Submitted ☐ With Changes Noted

**SECRETARY'S REPORT** ☐ Approval of Minutes: Nov. 12, 2024

Annual Training Video Review Confirmation

**NEW BUSINESS**

Jason Davis Affidavit of Disclosure Lansing Police Department

**CITY ATTORNEY'S REPORT**

**CHAIR'S REPORT:**

**TABLED ITEMS**:

**UNFINISHED BUSINESS:**

Rules of Procedure Review

Ethics Manual Review

**ADJOURNMENT**

Persons with disabilities who need an accommodation to fully participate in this meeting should contact the City Clerk's Office at (517) 483-4131 (TTY 711). 24 hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodation request.

**DRAFT MINUTES**
**LANSING CITY BOARD OF ETHICS**
**REGULAR MEETING**
**November 12, 2024 5:30 PM**

Meeting Room
Reo Elections Office
1221 Reo Rd Lansing

The meeting was called to order at 5:32 p.m.

**MEMBERS PRESENT:**

Jim DeLine, Chairperson
R Cole Bouck, Vice Chairperson
John Folkers
Jim Cavanagh
Keith Kris
Rachelle Franklin

**ABSENT:** Janielle Houston, Excused

**A QUORUM WAS PRESENT**

**OTHERS PRESENT:**

Brian P Jackson, City Clerk's Office
Chris Swope, City Clerk
Joe Abood, City Attorney's Office
Katherine Nichols-Leindecker, City Attorney's Office

**PUBLIC COMMENT:**

There was no public comment

**APPROVAL OF AGENDA:**

Moved by Keith Kris to approve the agenda as submitted with the addition to the Secretary's Report of "Louise Alderson Resignation".

**MOTION CARRIED**

**SECRETARY'S REPORT:**

<u>Approval of Minutes</u>

Moved by Cole Bouck to approve the Minutes of October 8, 2024 as submitted.

**MOTION CARRIED**

Moved by Cole Bouck to accept the resignation of Lousie Alderson

**MOTION CARRIED**

**NEW BUSINESS:**

Moved by Jim Cavanagh to accept the Meeting Schedule for 2025 with the amendment to change the November meeting to Tuesday, Nov. 18 to avoid Veteran's Day.

**MOTION CARRIED**

**CITY ATTORNEY'S REPORT**:

Joe Abood thanked all veterans for their service to our Country as the day before was Veteran's Day.

**CHAIR'S REPORT:** None.

**TABLED ITEMS**:

Affidavit of Disclosure, Randy Watkins, Diversity, Equity and Inclusion Board

Moved by Keith Kris to recognized Jim Cavanagh recusal of himself from voting since he has a friendship with Mr. Watkins.

**MOTION CARRIED**

ItJoe Abood shared the City Attorney's Office opinion that even though Randy Watkin's is about to resign and accept an appointment to the Police Board of Commissioners, it is best that the Board of Ethics still act on Mr. Watkin's Affidavit.

Moved by Cole Bouck to place Randy Watkins' Affidavit of Disclosure on file, having found no violation of the Ethics Ordinance or other issues to further debate or discuss at this time.

**MOTION CARRIED**

**UNFINISHED BUSINESS:**

Cole Bouck and Jim DeLine shared their experiences at the Regional Ethics Conference 2024 and how other communities have very different missions and procedures.

It led them to have questions about City of Lansing procedure of which some were answered by Deputy Clerk Jackson about the ethics' complaint process.

As a result, the Ethics Board request copies of materials that are provided to City employees in onboarding and continuing education of City employees.

Clerk's Office provided electronic copies of the Ethics Manual that was created by the Board of Ethics.

Jim DeLine brought to Board attention several items within the Rules of Procedures which should be reviewed. These items are:

Item 7.2: Question whether motion to recuse is required or should the recusal process be made more clearer in this section.

(City Attorney's Office was going to review that question)

Item 8.4 and 8.5: whether clarification is necessary that ex officio officers are non–voting members

Item 13: Should the Board consider changing meeting procedures to Robert's Rules of Order

(City Attorney's Office was going to review if there was a legal justification for staying with current Mason's rules)

Item 15: Request information on how complaints are handled and what determine that process. Board was informed that Ethics Ordinance sets the procedure.

Deputy Clerk Jackson shared with the Board with the process in which revisions of Rules of Procedures must be approved to form by the City Attorney. Then upon approval of the Board of Ethics, the revised rules would be included in the next Council packet for potential rejection.

**ADJOURNED 6:34 p.m.**

# Lansing Police Department

**Supplemental Off-Duty Employment Request Form**

☐ Renewal
☒ Reg. Off-Duty Employment
Date: 12-4-24

**Employee Requesting Approval:** Jason DAVIS **Badge No:** 321
**Current Duty Assignment:** Lead Detention officer
**Hours:** 0700-1900 **Division:** Detention

## SUPPLEMENTAL EMPLOYMENT INFORMATION

Name of Employer: Quick plow
Type of Business: Snow plowing
Business Address: unknown - App
Owner or Manager's Name: unknown Telephone No: 616 278 1859
Location of Employment: Variable 888 909 0725
Description of Work Duties: Plow driveways
Work Schedule: upon my availability
Number of Hours Per Week: Depends on my availability Duration of Employment: winter months

Does this employment require any security or law enforcement responsibility including the enforcement of any state or local law or the exercise of any police power on behalf of the employer? ☐ Yes ☒ No

I understand that in cases of supplemental employment, the only liability insurance coverage or workers compensation coverage available would be that which may be supplied by the supplemental employer. Insurance procured by the City of Lansing and other benefits are not applicable.

I understand that in cases of private security supplemental employment, the only liability insurance coverage or workers compensation coverage available would be that which is supplied by the supplemental employer. While an indemnification agreement and certificate of insurance is a prerequisite, these forms do not constitute a guarantee by the City or the Police Department that insurance exists, is adequate, or has not been canceled without notice to the Police Department or employee. Insurance procured by the City of Lansing and other benefits are not applicable.

Employee Signature

**Before any supplemental employment begins, this form must be filled out, signed, and approved by the Chief of Police or the Chief's Designee. Approval may be revoked at any time by the Chief of Police.**

Captains Recommendation Date: 12/4/24 Initials: DM ☒ **Approved** ☐ **Disapproved**

Captain's Comments: No conflict of interest noted.

Date 12/4/24 ☒ **Approved** ☐ **Disapproved**

**Robert Backus, Chief of Police**

Copy of form sent to employee on _____.

# CITY OF LANSING
# AFFIDAVIT OF DISCLOSURE

TO: CITY CLERK DATE: 12-4-24

I, Jason DAVIS make the following disclosure under oath:
Name (please print)

**PLEASE CHECK THE BOX AND FILL IN THE APPROPRIATE BLANKS FOR EACH OF THE FOLLOWING ITEMS**

| | Yes | No | |
|---|---|---|---|
| 1. | ☒ | ☐ | I am an ☐ elected or ☐ appointed ☐ officer or ☒ employee of the City of Lansing holding the position of Lead Detention officer in the Police Department. |
| | ☐ | ☒ | I am an immediate family member related to an elected or appointed officer or employee of the City of Lansing named _____, holding the position of _____ in the _____ Department |
| | ☐ | ☒ | I am a Business Associate of an elected or appointed officer or employee of the City of Lansing named _____ holding the position of _____ in the _____ Department. |
| 2. | ☐ | ☒ | I may derive income or benefit directly or indirectly from the bidding of, negotiation of, solicitation of or entry into a contract with the City or from any City action detailed below. (Charter 5-505.1) |
| | ☐ | ☒ | I may have a conflict between a personal interest and the public interest, the nature of which is disclosed below. (Charter 5-505.2) [Chapter 290.04(I) of the Code of Ordinances] |
| | ☐ | ☒ | I may have a financial interest in a matter proposed to be acted upon by the City of Lansing as described below. [Chapter 290.04(I) of the Code of Ordinances] |
| | ☐ | ☒ | I make this disclosure because of a possible appearance that I may be in violation of or in conflict with the City of Lansing Ethics Ordinance as provided for in the Code of Ordinances and in the City Charter. |

3. My City of Lansing position is:
☒ Full-time ☐ Part-time (less than 25 hours/wk) ☐ Unpaid

4. Name of the activity/business in question: Quicken

5. Do you have ownership or interest in the activity/business? Yes _____ No X

Updated Feb 2022

6. Does this activity/business conduct business with the City of Lansing? Yes X No_____
If yes, please explain Jobs may come into the App in the city of Lansing

7. Does the activity/business depend on you being an employee of the City of Lansing?
Yes_____No X
If yes, please explain:_____

8. Who are the clients/customers of the activity/business?
Any Subscriber

9. Does this activity/business require your using equipment/facilities of the City of Lansing?
Yes_____No X
If yes, please explain:_____

10. Does the activity/business use any advertisements or circulars that reference your employment with the City of Lansing? Yes_____No X
If yes, please attach copies.

11. Explain what you will be doing in the activity/business:
Plowing driveways and sidewalks with personal equipment

12. Explain why you believe a conflict may/may not exist with this activity/business:
NO conflict

13. Is there any additional information that you believe would assist the Board of Ethics in its review of your business or personal activities for potential conflicts of interest? Yes X No_____
If so, please describe:
I pick and choose jobs that come into the App. I don't/won't take jobs in the city of Lansing as the distance from my house does not make Fiscal Sense

In providing this additional information, the Board of Ethics asks that you give special attention to the Conflicts of Interest section of the Charter found at 5-505.1 – 5-505.3. A copy is enclosed for your convenience.

I hereby certify that this disclosure is complete and accurate to the best of my knowledge, information and belief. The foregoing Affidavit of Disclosure was executed on this 4 day of December, 2024

**Signature of Filer**

Morgan Cherry
NOTARY PUBLIC
COUNTY OF INGHAM
My Commission Expires
June 1, 2030
Acting in the County of
STATE OF MICHIGAN

STATE OF MICHIGAN )
)ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this 4 day of Dec, 2024 (year), by _____(Notary Signature)

Morgan Cherry (Print Name)

Notary Public, Ingham County,
Acting in Ingham County,
My Commission Expires: 6/1/30

Updated Feb 2022

## ATTACHMENT TO AFFIDAVIT OF DISCLOSURE

Please provide additional information about your outside business or employment. Of special interest to the Board is how the activities of the business or employment may directly or indirectly affect the City. This disclosure is about information and is not an indication of any anticipated conflict of interest or suspected wrongdoing. Therefore, please describe for the Board what it is you actually do and be detailed and specific. You are not required to limit your disclosure only to the following questions. For each business, include in your answer such things as:

- What is the form of your business entity and what percentage do you own? ____;
  I don't own the business - App based - Ø %
- Are you self-employed? _____
- Who is your employer, if applicable? Quick Plow
- What are the things you actually do in the business? Plow snow
- Who are your clients and who receives your goods or services? Subscribers who use the App
- How and where are your services performed? performed by myself with my equipment at the subscribers address
- How often do you do outside work?

minimal depends on season
outside work of the city of Lansing is none.

Does your business or employer contract with the City? NO

- In performing your business or outside employment, do you use any City facilities or equipment?

NO If so, describe:

- Is any of your business or employment conducted in the City? Yes If so, describe:

It could be, depending of subscribes address where they would want service

- Does your business advertisement or circulars, if any, contain any reference to the City or your City employment?

NO

- Is there any additional information that you believe would assist the Board of Ethics in its review of your business or personal activities for potential conflicts of interest? If so, please describe: I pick the jobs on the App and can accept or decline jobs I want.

In providing this additional information, the Board of Ethics asks that you give special attention to the Conflicts of Interest section of the Charter found at 5-505.1 – 5-505.3. A copy is enclosed for your convenience.

# LANSING CITY CHARTER

(Excerpt)

5-505 CONFLICT OF INTEREST

.1 At least ten (10) days prior to the first of any of the events set forth in (A), (B), (C), (D), and (E) below, a City officer or employee who may derive any income or benefit, directly or indirectly, from a contract with the City or from any City action, shall file an affidavit with the City Clerk detailing such income and benefit to be derived:

(A) The bidding of the contract;
(B) The negotiation of the contract;
(C) The solicitation of the contract;
(D) The entry into the contract;
(E) Any City action by which the City officer or employee may derive any income or benefit, directly or indirectly.

The above provisions shall not apply to individual or collective bargaining agreements pursuant to which a City officer or employee directly or indirectly receives income or benefits in the form of official remuneration as an officer or employee, or any City action pursuant to which a City officer or employee directly or indirectly receives income or benefit as a member of the public at large or any class thereof. At the first regularly scheduled City Council meeting following the filing of an affidavit pursuant to this section, the City Clerk shall notify the City Council of such filing. In particular cases and for good cause shown, the Board may waive the ten (10) day prior notice requirement contained herein.

.2 An officer or employee who has any other conflict between a personal interest and the public interest as defined by State law, this Charter, or ordinance shall fully disclose to the City Attorney the nature of the conflict.

.3 Except as provided by law, no elective officer, appointee or employee of the City may participate in, vote upon or act upon any matter if a conflict exists.